

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**                    **WASTEWATER UTILITY WORKER I  
WASTEWATER UTILITY WORKER II  
WASTEWATER UTILITY WORKER III**

**DEPARTMENT:**                **UTILITIES**

**BASIC FUNCTION:**

Under general supervision, perform both routine and skilled work in the construction, maintenance, repair and installation of sewer collection systems and related structures and appurtenances; perform landscape and building maintenance related to facilities; perform related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

**Wastewater Utility Worker I** is the entry level class in this series. Initially under close supervision, incumbents learn and perform a variety of duties in the maintenance, operations and repair of sewer collection systems; and in the maintenance of landscape and facilities. Incumbents at the Utility Worker I level may reasonably expect to advance to the II level through the promotional process by demonstrating the proficiency and meeting the qualifications of the higher level class.

**Wastewater Utility Worker II** is the journey level class in this series. Incumbents perform the full range of maintenance and repair duties and may be assigned in any maintenance or operations area. This class typically reports to a lead worker or supervisor for work assignments, though is expected to work independently once assignments are determined.

**Wastewater Utility Worker III** is designated as the lead level in this class series, providing direction to a field crew and performing a variety of the most responsible and skilled assignments, including, heavy equipment operation utilizing a variety of heavy construction equipment, such as, the backhoe, loader, tractor, and bulldozer. This class is distinguished from the II level as the lead worker responsible for directing the work of a field crew, and is distinguished from the Supervisor level who is responsible for supervising all unit staff involved in construction, maintenance or operations assignments and is classified as a management level position.

**KEY RESPONSIBILITIES:**

**Wastewater Utility Worker I and II**

Install, maintain and repair sewer collection systems, including sewer pipelines, taps, valves, manholes and related appurtenances and structures; perform landscaping and grounds maintenance duties; perform construction and maintenance work on buildings and facilities as assigned;

Excavate and shore trenches; backfill; cut; patch, repair and resurface utility cuts in streets; clean work sites; adjust valve cans to grade; install and remove concrete and asphalt on streets, curbs, gutters, sidewalks and other public facilities as required;

Clear brush; trim, remove or plant trees and shrubs, perform weed abatement; perform general grounds maintenance work, including irrigation repair;

Perform safe work methods and safety practices related to the work; cone and flag worksites to secure from traffic; use appropriate safety equipment;

Inspect vehicles and perform minor maintenance; report the need for major repairs and service; fuel and lubricate vehicles and related equipment;

Operate assigned vehicles skillfully and safely; observe safe driving practices;

Operate the heavy construction equipment, such as, the backhoe, loader, tractor, and bulldozer;

Read and interpret hard copy and electronic maps, plans, blueprints and specifications;

Estimate and secure tools, materials and equipment required for assigned jobs; discuss work to be performed with lead and/or supervisors, assign tasks to individuals at the work site;

Maintain daily written and computerized records of work performed and materials used; record field drawings of modifications; prepare a variety of written records and reports related to the work;

May assist in training other staff; may act in a lead capacity on specific jobs;

Respond to emergency calls, including working varying hours, weekends, holidays, unscheduled days and perform stand-by duty as required;

Represent the City as appropriate; and

Perform related duties as assigned.

### **Wastewater Utility Worker III**

In addition to the key responsibilities above:

Direct and assign work to crews, including training and evaluating work; monitors work in progress at the worksite; direct corrections and modifications as appropriate;

Coordinate work assignments with other divisions; respond to questions and requests as appropriate;

May perform the duties of Utilities Supervisor in his/her absence; and

Perform related duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

**Wastewater Utility Worker I**

Basic concepts of operations and maintenance of wastewater collection systems;

Basic methods, materials, tools and equipment used in construction, maintenance and repair;

Basic operation and maintenance of hand tools, power tools and equipment; and

Basic safety practices

**Wastewater Utility Worker II**

In addition to the knowledge of the Wastewater Utility Worker I:

Working operations and maintenance of wastewater collection systems;

Operation and maintenance of a wide variety of hand and power tools and equipment common to the field;

Methods, materials, tools and equipment used in the construction, maintenance and repair of sewer collection systems and related facilities;

Operation and maintenance of heavy construction equipment, such as, backhoes, tractors, trucks, graders, rollers and other related vehicles used in the course of work; and

Safe work methods and safety regulations pertaining to the work, including traffic control and protective clothing and devices related to the work.

**Wastewater Utility Worker III**

In addition to the knowledge of the Wastewater Utility Worker II:

Advanced concepts and practices of operations and maintenance of water distribution and waste water collection systems; and

Basic supervisory principles and practices.

**Ability to:**

**Wastewater Utility Worker I and II**

Perform basic skilled construction and maintenance work on sewer collection systems and related facilities;

Operate and maintain a variety of hand and power tools and equipment;

Operate and maintain assigned vehicles in a safe and skillful manner including commercial vehicles;

Understand and follow oral and written instructions;

Demonstrate safe work methods and safety practices;

Analyze and solve problems encountered related to waste water collection systems;

Use appropriate city computer systems and software applications;

Maintain accurate written and computerized records of work performed, hours, and materials used, field conditions and related reports;

Exercise independent judgment and initiative without close supervision;

Establish and maintain effective working relationships with those encountered in the course of the work.

### **Wastewater Utility Worker II**

In addition to the Wastewater Utility Worker I:

Direct the work of other subordinates, including training and evaluating work procedures; and

Plan and lay out jobs, estimate tools and materials, assign and review the work of others.

### **Wastewater Utility Worker III**

In addition to the Wastewater Utility Worker II:

Coordinate work among cross organizational departments;

Provide technical leadership to staff;

Provide training to staff; and

Represent and support department's goals and objectives.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way of gaining the knowledge and abilities outlined above is:

**Wastewater Utility Worker I** High school diploma and six months of work experience in wastewater systems or any related field; or an equivalent combination of education, certification and experience.

**Wastewater Utility Worker II** In addition to the above, a total of two years of experience in the Wastewater Utility Worker I classification or similar classification with demonstrated proficiency at the journey level through certification and training; or an equivalent combination of education, certification and experience.

**Wastewater Utility Worker III** In addition to the above, a total of three years of work experience in the Wastewater Utility Worker II classification or similar classification in water, recycled water, or wastewater systems and demonstrated skill and certification in the related field.

**SPECIAL REQUIREMENTS:**

**Wastewater Utility Worker I/II/III**

Use respirators which prohibit full beards and facial hair that may interfere with a proper respirator fit;

Must be available to work overtime and respond to emergency calls; work varying hours, including weekends, holidays, and unscheduled days and perform “stand-by” duty as needed; and

Must possess a valid California Class C Driver’s License

**Wastewater Utility Worker I**

Within the first year of appointment must obtain the following:

California Water Environment Association Collection Systems  
Maintenance Certificate Grade I.

California Class A Driver’s License with tanker endorsement

**Wastewater Utility Worker II**

Must possess the following:

Valid California Class A Driver’s License with tanker endorsement; and

California Water Environment Association Collection Systems  
Maintenance Certificate Grade II.

California Department of Health Services Water Distribution Operator  
Certificates, Grade I and II are desirable.

**Wastewater Utility Worker III**

California Department of Health Services Water Distribution Operator  
Certificates Grades I and II are desirable.

Must possess the following:

Valid California Class A Driver's License with tanker endorsement; and

California Water Environment Association Collection Systems  
Maintenance Certificate Grade II

Within one year of appointment:

Must obtain a California Water Environment Association Collection  
Systems Maintenance Certificate Grade III; and

Must attend Supervisors' Training.

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:**

Must possess sufficient strength and stamina to lift, carry and manipulate objects weighing up to 50 lbs pounds above the waist and to perform sustained heavy physical labor. Must be willing to work outdoors in all weather conditions, to work underground in confined places and with exposure to potentially hazardous conditions.